

Slide 1: PART 2

Welcome to the second of several training videos titled BridgeUSA Fundamentals: DOS Exchange Visitor Program Responsible Officer (RO)/Alternate Responsible Officer (ARO) Virtual Training.

Slide 2: Table of Contents:

During this second training session, you will have a better understanding of the following topics:

Table of Contents:

- Applications for Redesignation
- Applications for Program Amendments
- Adding Responsible Officer & Alternate Responsible Officers/
Replacing Responsible Officer in SEVIS

Slide 3: Applications for Redesignation

Applications for Redesignation are covered in §62.17 of the Exchange Visitor regulations at 22 C.F.R. Part 62.

1. Sponsors must file for redesignation no more than six months and no fewer than three months before the designation expiration date as set forth in the sponsor's letter of designation or its most recent letter of redesignation.
2. A sponsor seeking redesignation as an Exchange Visitor Program sponsor must first complete and submit Form DS-3036 in SEVIS.

The complete application must consist of all required documentation identified in 22 CFR § 62.7.

- (1) A completed copy of Form DS-3036, signed by the sponsor's Chief Financial Officer, President or other executive;*
- (2) Confirmation of payment of the required non-refundable application fee through pay.gov;*
- (3) A copy of the most recent year-end financial statements;*
- (4) A copy of the most recent letter of accreditation if the sponsor is a secondary or post-secondary academic institution;*
- (5) A list of the names, addresses and citizenship or legal permanent resident status of the current members of its Board of Directors or the Board of Trustees or other like body;*
- (6) For a non-profit organization, a signed copy of the sponsor's most recent Form 990 filed with the Internal Revenue Service;*
- (7) A statement signed by the Chief Executive Officer, President, or other executive certifying that the sponsor has completed timely criminal background checks since the date of the last designation or redesignation letter on the Responsible Officer and all Alternate Responsible Officers and has determined their suitability for these positions; and*
- (8) Such additional information or documentation that the Department of State may deem necessary to evaluate the application.*

Here are a few tips for submitting your redesignation application:

- Ensure all annual reports have been submitted and filed with the Department during the two years prior to the redesignation review.
- If a sponsor needs to amend a previous application submission in SEVIS and needs to cancel that previously submitted application in SEVIS, proceed to Pending Requests in the Actions menu and cancel/delete the redesignation application.

- If an application is not submitted within 90 days of the expiration date, SEVIS will issue an alert and add program to the past due list. Staff will make one final attempt to contact the sponsor before taking further action, which may include termination due to failure to apply for redesignation (see 22 CFR § 62.60(g)).
- Upon its favorable determination that a sponsor meets all statutory and regulatory requirements, the Department of State may, redesignate the organization as an Exchange Visitor Program sponsor for one or two years. A sponsor seeking redesignation may continue to operate its program(s) until such time as the Department of State notifies it of a decision to approve, amend or terminate its designation.
- Contact AGexchanges@state.gov or the Private Sector Programs sponsors (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slide 4: Form DS-3036: Application for Redesignation

To begin the redesignation process, sponsors must submit the redesignation request in SEVIS and generate the Form DS-3036. For instructions, please see the *User Manual for*

Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I on our website at: <http://j1visa.state.gov/sponsors/current/sevis/>.

The President, CEO, or other executive with legal authority to make commitments on behalf of the sponsor (as identified in the organization's governing documents), must sign the top portion of the Form DS-3036. The RO must sign the bottom portion of the Form DS-3036. The ARO cannot sign this form.

The Form DS-3036, along with the receipt of the required application fee, and supporting documentation should be sent electronically to the appropriate inbox:

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

All Exchange Visitor Program fee payments must be submitted via the Pay.gov web site. (also see Video 1 for pay.gov instructions)

Payments are accepted through Automated Clearing House (ACH) or Credit/Debit Card

Once the application has been received, the sponsor remains in good standing until the Department notifies the sponsor of a decision to approve, amend, or terminate its designation.

Slide 5: Sample Form DS-3036

Here is a sample of the Form DS-3036.

Slide 6: How to make a payment in pay.gov

How to make a payment in pay.gov

- When paying a program fee, sponsors must use the ***E.V.P. Fee Payment form***. This form is also called “**the private form**”.
- Using any other form in Pay.gov to pay the E.V.P. fee is incorrect and will not be accepted.

- ❑ Follow the instructions in the attached PDF document below to complete the E.V.P. payment.
- ❑ Once the E.V.P. payment has been completed, a confirmation of the payment will be emailed to the payer.
- ❑ A confirmation receipt must be submitted to the Office of Private Sector Exchange Designation for all requests that require payment.

Slide 7: When do you need to submit an application for an amendment?

When do you need to submit an application for an amendment?

Academic and Government Program sponsors may request to add a category to their existing program. Private Sector Program sponsors can only amend their designation under certain conditions. Trainee and Intern sponsors may amend their programs by:

1. Adding one or more authorized occupational categories, as identified in 22 CFR §62.22(c)(2), to the existing designated program
 2. Adjusting the 'Restrictions and Limitations' of the program (i.e., increasing the maximum duration of internships/traineeships in one or more authorized occupational categories)
- Any program sponsor requesting a name change must submit a signed Form DS-3037 and new Articles of Incorporation to the Department. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036). Please note that designations are not transferrable or assignable (22 CFR 62.6e)

Slide 8: How to amend your program

Sponsors seeking to amend their programs must submit a request (Form DS-3036) in SEVIS and email the following supporting documentation to explain how your organization will:

- Conduct the Selection of Exchange Visitors
- Arrange for Financial Support of Exchange Visitor while in the U.S.
- Purpose or Objective for the amendment
- Outline the Proposed Activities
- Ensure Arrangements for Supervision
- Explain the Role of Other Organizations Associated with Programs (if any)

Sponsors may answer these questions in a separate document as SEVIS only allows 500 characters. In addition, sponsors will need to submit an updated Form DS-3036. For step-by-step instructions, please visit our website at <http://j1visa.state.gov/sponsors/current/sevis/> and access the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I*. There is no fee associated with an amendment request.

- Academic & Government program sponsors must email all documentation to Agexchanges@state.gov.
- Private sector program sponsors must email all documentation to the individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slide 9: Criminal Background Check

A statement signed by the Chief Executive Officer, President, or other executive with legal authority to make commitments on behalf of the sponsor (as identified in the organization's governing documents) certifying that the sponsor has completed timely criminal background checks on the Responsible Officer and all Alternate Responsible Officers since the date of the last designation or redesignation letter.

The criminal background check certification is a brief memorandum annotated on your institution's letterhead, signed/certified by the RO, stating the proposed official has successfully undergone a background check.

Please do not send the criminal background investigation report.

Slide 10: Criminal Background Check

Let us discuss Criminal Background Checks for Redesignation and Add Officials. A signed certification on institutional letterhead is required from the RO (when adding an ARO) or from the President, CEO or Executive Director (when replacing the RO), certifying that the individual has undergone a criminal background check within the past four years. We kindly ask that you do not submit actual background results/transcripts to our office. While there is no required template for the certification of the background check, please feel free to utilize the language below as an example on institutional letterhead: I certify that the sponsor, [NAME OF SPONSOR], is requesting to add [NAME OF EMPLOYEE] as a Responsible and/or Alternate Responsible Officer and has completed a timely criminal background check within the past four years on this/these Officer(s) and has determined their suitability for

these positions. Kindly ensure it has been signed by the appropriate individual.

Slide 11: Add ARO Official

Sponsors are required to have a Responsible Officer (RO) and at least one Alternate Responsible Officer (22 CFR 62.9(g)).

Within 10 calendar days from the date of the RO or ARO's departure, the sponsor must file a request in SEVIS for the approval of an addition or replacement and submit the required documentation to the Department.

The system allows 30 days to submit the documentation required for approval, or the request will expire.

To Add an ARO Official:

- Form DS-3037 signed by RO
- Evidence of U.S. Citizenship in the form of U.S. Passport, U.S. Birth Certificate, Citizenship of Naturalization or Evidence of Legal Permanent Resident status in the form of Legal Permanent Resident card (also known as a Green Card) (Please note that a driver's license or social security card are not acceptable documents to verify U.S. citizenship).
- Criminal Background Check certification statement

All documentation must be submitted electronically to the appropriate email address:

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Upon review of the required documents, the request will be approved in SEVIS, and the program will receive an email from the Analyst/Program Specialist with helpful links as well as the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I.

SEVIS Sponsor Official Verification - Due annually by March 2, ROs are required to verify all the AROs in SEVIS are still employees and/or officers of the program and require access to the system. The open period for verification is December 2 – March 2. If this is not completed by the due date, then you will not be permitted any DS-2019 forms until the process is completed.

Slide 12: Replace RO

Replace RO requests must include:

- Form DS-3037 signed by departing RO, and *if new SEVIS user submit:*
- Evidence of U.S. Citizenship or Legal Permanent Resident status
- Criminal Background Check certification statement signed by the President, CEO, or other executive with legal authority

If the RO departs an organization, the sponsor must submit a request to replace the official within 10 calendar days of the departure.

All documentation must be submitted electronically to the appropriate email address:

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slides 13 and 14: Sample Form DS-3037

Here is a sample Form DS-3037.

Slide 15: Add an Official in SEVIS

To add an official to your program, log into SEVIS.

Click on Add/Update Official on the left side under the Edits tab of your SEVIS profile.

Slide 16: Add an existing official to ARO Role in SEVIS

To add an existing official and assign him or her to a role as an ARO, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program to which the ARO is being added. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Add Existing Official** link below the **Title** column. The *Add Existing Official* page opens.
4. Enter the active user's SEVIS user ID in the **User Name** field.
5. Click the **Add Official** button. The *Add Existing Official* page opens.
6. Make the necessary changes to the official's data.
7. Click the **Add Official** button. A message displays advising that the request has been successfully submitted to SEVIS.

Click the **Print DS-3037** button on the message page and print the Form. (See Print Form DS-3036, Form DS-3037, or Draft Form for printing

instructions.) The Form DS-3037, including the signed Citizenship Certification Form, must be submitted to DoS for review.

8. Email the original signed Form DS-3037 to the appropriate Office of Private Sector Exchange Designation Division.

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slide 17: Add a New ARO in SEVIS

To add a new ARO, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program to which a new ARO is being added. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens (Exhibit 19).
3. Click the **Add New Official** link below the **Official Name** column.
4. Enter the following information (an asterisk (*) precedes the fields that must be completed).
 - *** Last Name:** Enter the surname or family name of the person.
 - *** First Name:** Enter the first name of the person.
 - **Middle Name:** Enter the middle name of the person. This field may be left blank if the person has no middle name, or the middle name is unknown.
 - **Suffix:** Enter a title, such as Junior, that may follow a person's name.

- * **The Official is:** Select the appropriate option, **United States Citizen** or **Legal Permanent Resident** (LPR). **Note:** All program sponsor officials must be citizens or LPRs of the United States.
- ***Role:** Select the ARO role for the official.
- * **Title:** Enter the name of the position held by the person representing the sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
- * **Telephone Number:** Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
- **Fax Number:** Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in communicating with DoS.
- * **Email Address:** Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users.

Note: An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Add Official** button at the bottom of the page. A message displays advising that the request has been successfully submitted to SEVIS.

6. On the message page, click the **Print DS-3037** button. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions. The printed Form includes a section to be filled out and signed by the new ARO, certifying his/her citizenship status. This Form DS-3037 must be signed before it is submitted to DoS.

7. Email the completed Form to the appropriate Office of Private Sector Exchange Designation Division.

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes
(i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slide 18: Replace RO with existing SEVIS User

The RO or an ARO for the program may submit a request to replace the RO.

To request to replace the RO with an existing SEVIS user, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose RO you want to replace. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* page opens, as shown in Exhibit 22: Replace RO Page.
4. Enter the current SEVIS user's ID in the **User Name** field near the top of the page.
5. Click the **Replace RO** button below the **User Name** field to view summary information for the existing user. An option to change the role of the official who is being replaced from RO to ARO also displays. By checking this box, if the Replace RO request is approved by DoS, the system will change the role of the official who is being replaced to ARO. If this is the official who will replace the RO, click the **Replace RO** button. The *Submit Successful* page will display a message advising that the

submitter of the request will receive an email when the request has been processed.

7. Click the **Print DS-3037** button on the message page to print the Form (see Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions).

Note: The signed Form DS-3037 must be sent to DoS.

8. Email the original signed Form DS-3037 to the appropriate Office of Private Sector Exchange Designation Division.

- Academic & Government Program Sponsors:
AGexchanges@state.gov
- Private Sector Program Sponsors: Individual category mailboxes (i.e., DesignationTrainee@state.gov, DesignationCC@state.gov)

Slide 19: Disclaimer

Disclaimer: This presentation is intended solely to provide guidance and does not replace, augment, or in any way modify the Exchange Visitor Program regulations found in 22 CFR Part 62. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations, or program or exchange visitor issues and concerns, please visit the website at J1visa.state.gov.

Slide 20: Last Slide

HOPE YOU ENJOYED THIS TRAINING SESSION. THIS IS THE SECOND IN A SERIES. PLEASE KEEP THIS PAGE HANDY FOR RESOURCE INFORMATION.....

THE BRIDGEUSA WEBSITE IS FULL OF RESOURCES FOR SPONSOR OFFICIALS, INCLUDING REGULATIONS, MANUALS, ADVISORY LETTERS, BROCHURES, AND MUCH MORE.

THE DEPARTMENT OF STATE WISHES TO THANK ALL OF YOU FOR YOUR COMMITMENT TO INTERNATIONAL EXCHANGE. End Part 2....